



United States Department of the Interior

OFFICE OF THE ASSISTANT SECRETARY
POLICY, MANAGEMENT AND BUDGET
Washington, D.C. 20240

SEP 15 2003

Memorandum

To: Solicitor
Inspector General
Assistant Secretaries
Bureau and Office Heads

From: Nina Rose Hatfield *N Hatfield*
Deputy Assistant Secretary – Budget and Finance

Subject: **FINANCIAL ASSISTANCE (GRANTS): GRANTS.GOV FIND –
INTERIM POLICY**

In mid-August, the first of a series of Grants.gov-related standardization and streamlining policy memoranda was issued regarding mandatory use of the Dun and Bradstreet Data Universal Numbering System by all grant and cooperative agreement applicants for applications submitted on or after October 1, 2003. Similar to the August 2003 policy issuance, the following interim policy on Grants.gov FIND implements the streamlining/standardization requirements of the Federal Financial Management Improvement Act of 1999, Public Law 106-107 and the E-Gov Grants.gov initiative of the President's Management Agenda.

Grants.gov FIND is the new single point of entry for posting Federal government grant and other assistance opportunities. The benefits of using a single point of entry for financial assistance information include:

- Providing agencies with a single location at which to post Federal assistance funding opportunities;
- Providing applicants with a single, central location where they can identify and apply for Federal assistance opportunities;
- Allowing potential applicants to receive e-mail notification of new announcements, if requested;
- Using a common Government-wide format for posting announcements; and
- Providing a link to the announcement, Catalog of Federal Domestic Assistance (CFDA), and a standardized application mechanism, i.e., Grants.gov.

The Grants.gov Office has asked Interior and a number of other agencies to begin posting discretionary grant program announcement information through Grants.gov FIND prior

to October 1, 2003, if possible. By October 1, 2003, all Federal grant-making agencies are to use Grants.gov FIND. Department of the Interior bureaus may continue to provide announcement information through other means, as appropriate. However, they must also provide the same information through Grants.gov FIND in the format described in the attached Department of the Interior policy and its Appendix (Appendix A), the *Federal Register* notice upon which the Interior policy is based (Appendix B), and the attached Grants.gov FIND User Guide (Appendix C). At this time, Grants.gov FIND may also be used for mandatory assistance program announcements, at bureau discretion.

If you have any questions regarding the attached policy, please contact Debra Sonderman, Director, Office of Acquisition and Property Management (PAM) on 202-208-6352. Members of your staff may contact Tammy Pataluna, PAM, on 202-208-4080.

Attachments

cc: Executive Steering Committee
P. L. 106-107 Initiatives Work Group
Interior Federal Assistance Working Group

**United States
Department of the Interior
Interim Policy Regarding Grants.gov FIND
Related to Grants and Cooperative Agreements**

1. PURPOSE:

The purpose of this policy issuance is to implement Government-wide policies, as published in the Monday, June 23, 2003 issue of the Federal Register [**68 FR 373370, 37379, and 37385**] (copies attached), which require that Federal agencies use Grants.gov FIND for Federal agency announcements of funding opportunities under programs that award discretionary grants or cooperative agreements and, in doing so, employ a standard format and standard data elements.

2. AUTHORITIES:

The policy is part of the implementation of the Federal Financial Assistance Management Improvement Act of 1999 (Public Law 106-107). This policy is also designed to further implement the Grants.gov initiative, one of the twenty-four electronic government (E-Gov) initiatives under the President's Management Agenda. It is also based upon the Controller, Office of Management and Budget's (OMB) June 23, 2003, memorandum to the Heads of Executive Departments and Agencies regarding the standard format and standard data elements to be used with Grants.gov FIND in order to post funding opportunity announcement synopses for discretionary grants and cooperative agreements.

3. EFFECTIVE DATE: This policy is effective upon issuance and applies to all future and active discretionary grants and cooperative agreement announcements. However, active funding opportunities that close prior to October 1, 2003 are exempt from this policy.

4. EXPIRATION DATE: This policy issuance will remain effective until canceled, superseded, or incorporated into Title 43 Code of Federal Regulations.

5. RESPONSIBILITIES:

A. Bureau Directors are responsible for:

- (1) Coordinating discretionary grant and cooperative agreement announcements within their bureaus;
- (2) Ensuring that this policy is distributed to all bureau/office grant-making programs;
- (3) Preparing supplementary guidance as appropriate;
- (4) Designating a Bureau/Office Grants.gov FIND Administrator; and
- (5) Properly implementing the policy's requirements;

These responsibilities may be delegated.

B. Bureau/Office Grants.gov FIND Administrator: A minimum of one Bureau/Office Grants.gov FIND Administrator must be designated and contact information provided to the Office of Acquisition and Property Management (PAM) within 30 days of issuance of this policy. The Bureau/Office Grants.gov FIND Administrator is responsible for:

- (1) Ensuring proper communication on Grants.gov FIND initiatives within the bureau/office;
- (2) Providing training and assistance within the bureau/office;
- (3) Providing appropriate Grants.gov FIND access within the bureau/office;
- (4) Providing passwords within the bureau/office;
- (5) Removing Grants.gov FIND access within the bureau/office (as necessary);
- (6) Answering questions within the bureau/office;
- (7) Representing the bureau/office at Grants.gov FIND meetings within DOI and bureau;
- (8) Testing the system (as necessary); and
- (9) Providing PAM with recommendations for policy and system enhancements.

C. The Office of Acquisition and Property Management (PAM) is responsible for:

- (1) Providing guidance to bureaus/offices that award discretionary grants and cooperative agreements regarding the Grants.gov FIND requirement, and the format to be used when posting synopses at <http://www.FedGrants.gov>;
- (2) Preparing supplementary guidance as appropriate;
- (3) Reviewing and submitting waiver requests to the OMB;
- (4) Providing Catalog of Federal Domestic Assistance numbers; and
- (5) Monitoring Department-wide implementation of the Grants.gov FIND policy.

6. APPLICABILITY:

This policy applies to all Department of the Interior discretionary grant and cooperative agreement programs. Grants.gov FIND may also be used for posting mandatory assistance program announcements, at bureau discretion.

7. BACKGROUND:

The Federal Financial Assistance Management Improvement Act of 1999, Public Law 106-107, requires executive agencies to work together to establish processes to streamline and simplify Federal financial assistance procedures for non-Federal entities. As part of the Government-wide financial assistance streamlining/simplification effort, agencies are required to provide potential applicants with a single site to find Federal assistance opportunities, using a standard format and data elements.

Grants.gov FIND is modeled after FedBizOpps, an Internet site established by the General Services Administration, as the single site for posting notices and other relevant information regarding procurement opportunities. As implemented, Grants.gov FIND will serve as a

single site where Federal agencies will post electronic synopses of opportunities for financial assistance awards.

8. POLICY:

Effective October 1, 2003, bureaus/offices are required to post funding opportunities for all discretionary and cooperative agreement programs at the Grant.gov FIND website, <http://www.FedGrants.gov>, using the Government-wide standard format and standard data elements for posting detailed in the Appendix to this policy. Bureaus/Offices are also encouraged to post other types of Federal funding opportunities at <http://www.FedGrants.gov>.

A. Applicability

Bureaus/Offices will be required to post all discretionary grant and cooperative agreement awards at <http://www.FedGrants.gov> except for:

- (1) A program that does not issue separate announcements apart from the program description in the Catalog of Federal Domestic Assistance (CFDA); and/or
- (2) A program that has 100% of potential eligible applicants who live outside the United States and who demonstrate lack of Internet access, and the Bureau/Office has requested a waiver from OMB.

B. Exemptions

Only OMB is authorized to grant exemptions from this policy. Requests for exemptions from this policy (including requests for exemptions from using the standard format described in the Appendix or deviations thereto) must be forwarded by the Bureau/Office Director or his/her designee to the Director, Office of Acquisition and Property Management, for submission to OMB. Requests for exemption must have the following information:

- The specific reason(s) why the exemption is needed and citing any historical information available to support those reasons; and
- The specific impact on the bureau/office or the grant/cooperative agreement program and its applicants if the request for exemption is denied. Provide examples of impacts, and the effect on performance. Include any other negative impact anticipated.

9. INFORMATION POINTS OF CONTACT: Please direct any questions or requests for exemption regarding this policy to Debra Sonderman, Director, Office of Acquisition and Property Management, on 202-208-6352. Staff questions should be directed to Tammy Pataluna on 202-208-4080.

ISSUE DATE:

Grants.gov FIND Standard Format and Data Elements Policy Guide

A. Standard Format

Synopses posted at the Grants.gov FIND website, <http://www.FedGrants.gov> must use the OMB-developed, standard format as detailed in the June 23, 2003, issue of the *Federal Register* and incorporated in this policy guide. The purpose of using a standard format is to ensure that announcement information is organized in a consistent manner for the hundreds of Federal programs that make financial assistance awards. Most of all, a standard, Government-wide format will help potential applicants to more easily find the information they need about Federal assistance opportunities.

All announcements must include accurate and complete information in the data elements marked “required,” in the sequence provided. Announcements may include information in the data elements marked “optional,” as appropriate for the program. Information that is included in the announcement must conform to the standard format. Only OMB may authorize any requested exceptions from this policy for any program announcement(s) with information organized in a way that deviates from the standard format. (See section 8.B. of the DOI policy, “Exemptions.”)

The standard format is comprised of two parts: (1) overview information, and (2) full text of the announcement.

1. Overview Information

The Bureau/Office must display prominently the following information, in the sequential order shown, in a location preceding the full text of the announcement:

Field	Required/ Optional	Description
Federal Agency Name(s)	Required	Include the name of the department or agency, the bureau/office, and the specific office(s) within the bureau that are involved in the funding opportunity.
Funding Opportunity Title	Required	If your bureau/office has a program name that is different from the Funding Opportunity Title, you also could include that name here.
Announcement Type	Required	Indicate whether this is the initial announcement of this funding opportunity or a modification of a previously announced opportunity. If it modifies a previous announcement, provide the date of that announcement and identify the portions that are being modified. Note that a modification does not need to include all of the sections of the full announcement text.
Funding Opportunity Number	Required, if applicable	Bureaus/Offices that assign identifying numbers to announcements must include it here. If it modifies a previous announcement, provide the number of that

		announcement.
Catalog of Federal Domestic Assistance (CFDA) Number(s)	Required	Provide the program name as well as the CFDA number listed in the CFDA.
Dates	Required	Include key dates that potential applicants need to know. Key dates include due dates for applications or Executive Order 12372 submissions, as well as any letters of intent or pre-applications. For any announcement issued before a program's application materials are available, include the date on which those materials will be released.
Additional Overview Content	<i>Optional</i>	<p>Present any additional overview information in a sequential order that parallels the organization of the full text of the announcement. Examples of overview information that could help potential applicants decide whether to read the full announcement include:</p> <ul style="list-style-type: none"> • the total amount to be awarded; • the anticipated amounts and/or numbers of individual awards; • types of instruments that may be awarded; • who is eligible to apply; • whether cost sharing is required; and • any limitations on the numbers of applications that each applicant may submit. <p>You also may include other information that could later help applicants more quickly and easily find what they need (e.g., where one can get application materials).</p>

Method of Presentation

The bureau/office may include the summary information for the full announcement in either of the following ways:

- (1.) *Executive Summary.* A bureau/office may include an executive summary of the announcement before the full text. Especially for announcements that are long (25 pages or more in length) or complex, bureaus/offices should consider including executive summaries with at least the required overview information described in the Overview Content section in the table above. An executive summary should be short, preferably one page, with information in concise bullets to give an overview of the funding opportunity; or
- (2.) *Cover and/or inside cover.* If the bureau/office does not wish to include an executive summary, an alternative is to provide at least the required overview information described in the table (above) on the cover and/or inside cover of the announcement (or the first screen a potential applicant would see, in the case of an electronic announcement).

Federal Register Format

To further satisfy the Administrative Procedures Act (APA), bureaus/offices may need to announce the funding opportunity in the Federal Register, by placing a short availability announcement of the opportunity with the program contact name and telephone number in order for the public to receive the full announcement by mail and/or instructions for obtaining the information electronically (and the agency need not publish the full announcement or application package). Programs that are required by legislation to publish their full announcement in the Federal Register will have to do so until legislatively changed.

For an announcement that appears as a notice in the overview information, some of the required overview information will appear with other information near the beginning of the notice, due to the *Federal Register's* standard format for notices. Nonetheless, the bureau/office must display the required overview information in a single location preceding the full text of the announcement, which would be in the **Supplementary Information** section of the *Federal Register* notice. The bureau/office may elect to include additional information, as appropriate.

2. Full Text Announcement

The full text of the announcement is organized in sections. The format indicates immediately following the title of each section whether that section is required in every announcement or is a bureau/office option.

The format is designed so that similar types of information will appear in the same sections in announcements of different Federal funding opportunities. Toward that end, there is text in each of the format's sections to describe the types of information that a bureau/office would include in that section of an actual announcement.

A bureau/office that wishes to include information on a subject that the format does not specifically discuss may address that subject in whatever section(s) is most appropriate. For example, if a bureau/office chooses to address performance goals in the announcement, it might do so in the funding opportunity description, the application content, and/or the reporting requirements. (NOTE: In accordance with OMB Circular A-110, Federal awarding agencies are required to comply with the clearance requirements of 5 CFR Part 1320 when requesting performance data from recipients.)

Similarly, when the format calls for a type of information to be in one particular section, a bureau/office wishing to address that subject in other sections may elect to repeat the information in those sections or use cross-references between the sections (there should be hyperlinks for cross-references in any electronic versions of the announcement). For example, a bureau/office may want to include in Section I information about the types of recipients who are eligible to apply. The format specifies a standard location for that information in Section III.1 but that does not preclude repeating the information in Section I or creating a cross reference between Sections I and III.1, as long as a potential applicant can find the information quickly and easily from the standard location.

The sections of the full text of the announcement and their requirements are described in the following paragraphs:

I. Funding Opportunity Description- Required

This section contains the full programmatic description of the funding opportunity. It may be as long as needed to adequately communicate to potential applicants the areas in which funding may be provided. It describes the bureau/office’s funding priorities or the technical or focus areas in which the agency intends to provide assistance. As appropriate, it may include any program history (e.g., whether this is a new program or a new or changed area of program emphasis). This section may communicate indicators of successful projects (e.g., if the program encourages collaborative efforts) and may include examples of projects that have been funded previously. This section also may include other information the bureau/office deems necessary, such as citations for authorizing statutes and regulations for the funding opportunity.

II. Award Information- Required

Provide sufficient information to help an applicant make an informed decision about whether to submit a proposal. Relevant information could include the total amount of funding that your bureau/office expects to award through the announcement; the anticipated number of awards; the expected amounts of individual awards (which may be a range); the amount of funding per award, on average, experienced in previous years; and the anticipated start dates and periods of performance for new awards. This section also should address whether applications for renewal or supplementation of existing projects are eligible to compete with applications for new awards.

This section also must indicate the type(s) of assistance instrument (i.e., grant, cooperative agreement, and/or other instrument) that may be awarded if applications are successful. If cooperative agreements may be awarded, this section either should describe the “substantial involvement” that the bureau/office expects to have or should reference where the potential applicant can find that information (e.g., in the funding opportunity description in Section I or award administration information in Section IV). If procurement contracts also may be awarded, you must say so.

III. Eligibility Information- Required.

This section addresses considerations or factors that make an applicant or application eligible or ineligible for consideration. This includes the eligibility of particular types of applicant organizations, any factors affecting the eligibility of the principal investigator or project director, and any criteria that make particular projects ineligible. You should make clear whether an applicant’s failure to meet an eligibility criterion by the time of an application deadline will result in your bureau/office returning the application without review or, even though an application may be reviewed, will preclude the bureau/office from making an award. Key elements to be addressed are:

1. *Eligible Applicants* – Required

You must clearly identify the types of entities that are eligible to apply. If there are no restrictions on eligibility, this section may simply indicate that all potential applicants are eligible. If there are restrictions on eligibility, it is important to be clear about the specific

types of entities that are eligible, not just the types that are ineligible. For example, if your program is limited to non-profit organizations subject to Section 501(c)(3) of the tax code, your announcement should say so. Similarly, it is better to state explicitly that Native American tribal organizations are eligible than to assume that they can unambiguously infer from a statement that non-profit organizations subject to Section 501(c)(3) of the tax code, your announcement should say so. Similarly, it is better to state explicitly that Native American tribal organizations are eligible than to assume that they can unambiguously infer from a statement that non-profit organizations may apply. Eligibility also can be expressed by exception, (e.g., open to all types of domestic applicants other than individuals). This section should refer to any portion of Section IV specifying document that must be submitted to support an eligibility determination (e.g., proof of 501(c)(3) status as determined by the Internal Revenue Service or an authorizing tribal resolution). To the extent that any funding restriction in Section IV.5 could affect the eligibility of an applicant or project, you must either restate that restriction in this section or provide a cross-reference to its description in Section IV.5.

2. *Cost Sharing or Matching* – Required

You must state whether there is required cost sharing, matching, or cost participation without which an application would be ineligible (if cost sharing is not required, you must explicitly say so). Required cost sharing may be a certain percentage or amount, or may be in the form of contributions of specified items or activities (e.g., provision of equipment). It is important that the announcement be clear about any restrictions on the types of cost (e.g., in-kind contributions) that are acceptable as cost sharing. Cost sharing as an eligibility criterion includes requirements based in statute or regulation, as well as those imposed by administrative decision of the bureau/office. This section should refer to the appropriate portion(s) of Section IV stating any pre-award requirements for submission of letters or other documentation to verify commitments to meet cost-sharing requirements if an award is made.

3. *Other*-Required, if applicable.

If there are other eligibility criteria (i.e., criteria that have the effect of making an application or project ineligible for award, whether you refer to them as “responsiveness” criteria, “go-no go” criteria, “threshold” criteria, or in other ways), you must clearly state them. For example, if entities that have been found to be in violation of a particular Federal statute are ineligible, it is important to say so. In this section you also must state any limit on the number of applications an applicant may submit under the announcement and make clear whether the limitation is on the submitting organization, individual investigator/program director, or both. Also use this section to address any eligibility criteria for beneficiaries or for program participants other than award recipients.

IV. Application and Submission Information

1. *Address to Request Application Package* - Required

You must tell potential applicants how to obtain application forms, kits, or other materials they need to apply (if this announcement contains everything they need, this section need only say so). You may give an Internet address where they can access the materials. Since high-speed Internet access is not yet universally available for downloading documents, there

also should be a way for potential applicants to request paper copies of materials, such as a U.S. Postal Service mailing address, telephone or FAX number, Telephone Device for the Deaf (TDD) or Text Telephone (TTY) number, and/or Federal Information Relay Service (FIRS) number.

2. *Content and Form of Application* - Required

This section must identify the required content of an application and the forms or formats that an applicant must use to submit it. If any requirements are stated elsewhere because they are general requirements that apply to multiple programs or funding opportunities, this section may refer to where those requirements may be found. This section also should address any preliminary submissions that the agency requires or encourages, either to facilitate its own planning or to provide potential applicants with feedback to help them decide whether to submit a full proposal.

For a full application, this includes all content and forms or formats that constitute a complete application, including: general information (e.g., applicant name and address), budgetary information, narrative programmatic information, biographical sketches, and all other required information (e.g., documentation that an applicant meets stated eligibility criteria or certifications or assurances of compliance with applicable compliance with human subjects requirements). You must either include required forms or formats as part of this announcement or state where the applicant may obtain them.

In this section, you should specifically address content and form or format requirements for:

- Pre-applications, letters of intent, or white papers that your bureau/office requires or encourages (see Section IV.3), including any limitations on the number of pages or other formatting requirements similar to those for full applications.
- The application as a whole. For hard copy submissions, that could include any limitations on the number of pages, font size and typeface, margins, paper size, number of copies, and sequence or assembly requirements. For electronic submissions, that could include special requirements for formatting or signatures.
- Component pieces of the application (e.g., the program narrative may not exceed 10 pages). This includes any pieces that may be submitted separately by third parties (e.g., references or letters confirming commitments from third parties that will be contributing a portion of any required cost sharing).
- Information that successful applicants must submit after your bureau/office notifies them of its intent to make awards, but prior to award. This could include evidence of compliance with human subjects requirements or information your bureau/office needs to comply with the National Environmental Policy Act (NEPA).

3. *Submission Dates and Times*- Required

Your announcement must identify due dates and times for all submissions. This includes not only the full application but also any preliminary submissions (e.g., letters of intent, white papers, or pre-applications). It also includes any other submissions of information before award that are separate from the full application. If the funding opportunity is a general announcement that is open for a period of time with no specific due dates for application, this section should say so. Note that the information on dates that is included in

this section also must appear with other overview information in a location preceding the full text of the announcement (see “Overview Information” segment of this format).

For each type of submission that you address, indicate whether the submission is encouraged or required and, if required, any deadline date for submission (or dates, if the bureau/office plans more than one cycle of application submission, review, and award under the announcement). The announcement must state (or provide a reference to another document that states):

- Any deadline in terms of a date and local time;
- What the deadline means (e.g., whether it is the date and time by which the bureau/office must receive the application, the date by which the application must be postmarked, or something else) and how that depends, if at all, on the submission method (e.g., mail, electronic, or person/courier delivery);
- The effect of missing a deadline (e.g., whether late applications are neither reviewed nor considered or are reviewed and considered under some circumstances);
- How the receiving bureau/office determines whether an application or pre-application has been submitted before the deadline. This includes the form of acceptable proof of mailing or system generated documentation of receipt date and time.

This section also may indicate whether, when, and in what form the applicant will receive an acknowledgement of receipt.

You should consider displaying the above information in ways that will be easy to understand and use. It can be difficult to extract all needed information from narrative paragraphs, even when they are well written. A tabular form for providing a summary of the information may help applicants for some programs and give them what effectively could be a checklist to verify the completeness of their application package before submission. For example, a summary table might look like:

What to Submit	Required Content	Required form or format	When to submit it
Pre-application (optional, but encourage).	Described in Section IV.2	Format described in section _ of grants policy manual at (give URL or where to obtain the manual.	By (give pre-application due date).
Application:	(per required form)	Form SF-_, available from (give source).	By (give application due date and time).
Cover sheet.....	(per required form)	Form SF-_, available from (give source).	
Budget information..	Described in Section IV.2 of this announcement.	Format described in Section IV.2 of this announcement.	
Narrative.....	(per required form)	Form SF-_, available from (give source).	
Assurance.....	Third parties'		

Letters from third parties contributing to cost sharing.	affirmations of amounts of their commitments. (per required form)	No specific form or format.	
Statement of intent to comply with human subjects requirements.		Form SF-_, available from (give source).	Prior to award, when requested by grants officer (if application is successful).

4. *Intergovernmental Review*- Required, if applicable

If the funding opportunity is subject to Executive Order (EO) 12372, “Intergovernmental Review of Federal Programs,” you must say so. In alerting applicants that they must contact their State’s Single Point of Contact (SPOC) to find out about and comply with the State’s process under EO 12372, you may wish to inform them that the names and addresses of the SPOC's are listed in the OMB’s home page at:

<http://www.whitehouse.gov/omb/grants/spoc.html>

5. *Funding Restrictions* – Required

You must include information on funding restrictions in order to allow an applicant to develop an application and budget consistent with program requirements. Examples are whether construction is an allowable activity, if there are any limitations on direct costs such as foreign travel or equipment purchases, and if there are any limits on indirect costs (or facilities and administrative costs). You also must tell applicants if awards will not allow reimbursement of pre-award costs.

6. *Other Submission Requirements* - Required

This section must address any other submission requirements not included in the other paragraphs of this section. This might include the format of submission, i.e., paper or electronic, for each type of required submission. Applicants should not be required to submit in more than one format and this section should indicate whether they may choose whether to submit applications in hard copy or electronically, may submit only in hard copy, or may submit only electronically.

This section also must indicate where applications (and any pre-applications) must be submitted if sent by postal mail, electronic means, or hand-delivery. For postal mail submission, this should include the name of an office, official, individual or function (e.g., application receipt center) and a complete mailing address. For electronic submission, this should include the URL or e-mail address; whether a password(s) is required; whether particular software or other electronic capabilities are required; what to do in the event of system problems and a point of contact that will be available in the event the applicant experiences technical difficulties.

V. **Application Review Information**

1. *Criteria - Required*

This section must address the criteria that your bureau/office will use to evaluate applications. This includes the merit and other review criteria that evaluators will use to judge applications, including any statutory, regulatory, or other preferences (e.g., minority status or Native American tribal preferences) that will be applied in the review process. These criteria are distinct from eligibility criteria that are addressed before an application is accepted for review and any program policy or other factors that are applied during the selection process, after the review process is completed. The intent is to give applicants visibility into the evaluation process so that they can make informed decisions when preparing their applications and so that the process is as fair and equitable as possible.

The announcement should clearly describe all criteria, including and sub-criteria. If criteria vary in importance, the announcement should specify the relative percentages, weights, or other means used to distinguish among them. For statutory, regulatory, or other preferences, the announcement should provide a detailed explanation of those preferences with an explicit indication of their effect (e.g., whether they result in additional points being assigned).

If an applicant's proposed cost sharing will be considered in the review process (as opposed to being eligibility criterion described in Section III.2), the announcement must specifically address how it will be considered (e.g., to assign a certain number of additional points to applicants who offer cost sharing, or to break ties among applications with equivalent scores after evaluation against all other factors). If cost sharing will not be considered in the evaluation, the announcement should say so, so that there is no ambiguity for potential applicants. Vague statements that cost sharing is encouraged, without clarification as to what that means, are unhelpful to applicants. It also is important that the announcement be clear about any restrictions on the types of cost (e.g., in-kind contributions) that are acceptable as cost sharing.

2. *Review and Selection Process- Required*

This section may vary in the level of detail provided. The announcement must list any program policy or other factors or elements, other than merit criteria, that the selecting official may use in selecting applications for award (e.g., geographical dispersion, program balance, or diversity).

You also may include other details you deem appropriate. For example, this section may indicate who is responsible for evaluation against the merit criteria (e.g., peers external to the bureau/office personnel) and/or who makes the final selections for award. If you have a multi-phase review process (e.g., an external panel advising internal agency personnel who make final recommendations to the deciding official), you may describe the phases. You also may include: the number of people on an evaluation panel and how it operates, the way reviewers are selected, reviewer qualifications, and the way that conflicts of interest are avoided. In addition, if you permit applicants to nominate suggested reviewers of their applications or suggest those they feel may be inappropriate due to a conflict of interest, that information should be included in this section.

3. Anticipated Announcement and Award Dates- *Optional*

This section is intended to provide applicants with information they can use for planning purposes. If there is a single application deadline followed by the simultaneous review of all applications, the Bureau/Office can include in this section information about the anticipated dates for announcing or notifying successful and unsuccessful applicants and for having awards in place. If applications are received and evaluated on a “rolling” basis at different times during an extended period, it may be appropriate to give applicants an estimate of the time needed to process an application and notify the applicant of the bureau/office’s decision.

VI. Award Administration Information

1. Award Notices- *Required*

This section must address what a successful applicant can expect to receive following selection. If your practice is to provide a separate notice stating that an application has been selected before you actually make the award, this section would be the place to indicate that the letter is not an authorization to begin performance (to the extent that you allow charging to awards of pre-award costs at the recipient’s own risk). This section should indicate that the notice of award signed by the grants officer (or equivalent) is the authorizing document, and whether it is provided through postal mail or by electronic means and to whom. It also may address the timing, form, and content of notifications to unsuccessful applicants.

2. Administrative and National Policy Requirements – *Required*

This section must identify the usual administrative and national policy requirements your Office/Bureau’s awards may include. Providing this information lets a potential applicant identify any requirements with which it would have difficulty complying if its application is successful. In those cases, early notification about the requirements allows the potential applicant to decide not to apply or to take needed actions before award. The announcement need not include all of the award terms and conditions, but may refer to a document (with information about how to obtain it) or Internet site where applicants can see the terms and conditions.

If this funding opportunity will lead to awards with some special terms and conditions that differ from your bureau/office’s usual terms and conditions, this section should highlight those special terms and conditions. Doing so will alert applicants who have received awards from your Bureau/Office previously and might not otherwise expect different terms and conditions. For the same reason, you should inform potential applicants about special requirements that could apply to particular awards after review of applications and other information, based on the particular circumstances of the effort to be supported (e.g., if human subjects were to be involved or if some situation may justify special terms on intellectual property, data sharing or security requirements).

3. Reporting – *Required*

This section must include general information about the type (e.g., financial and/or performance), frequency, and means of submission (paper or electronic) of post-award reporting requirements. Highlight any special reporting requirements for awards under this

funding opportunity that differ (e.g., by report type, frequency, form/format, or circumstances for use) from what your bureau/office's awards usually require.

VII. Agency Contact(s) - Required

You must give potential applicants a point(s) of contact for answering questions or helping with problems while the funding opportunity is open. The intent of this requirement is to be as helpful as possible to potential applicants, so you should consider approaches such as giving:

- Points of contact who may be reached in multiple ways (e.g., by telephone, FAX, and/or e-mail, as well as regular mail);
- A fax or e-mail address that multiple people access, so that someone will respond even if others are unexpectedly absent during critical periods; and/or
- Different contacts for distinct kinds of help (e.g., one for questions of programmatic content and a second for administrative questions).

VIII. Other Information - Optional

This section may include any additional information that will assist a potential applicant. For example, the section might:

- Indicate whether this is a new program or a one-time initiative;
- Mention related programs or other upcoming or ongoing agency funding opportunities for similar activities;
- Include Internet addresses for Bureau/Office Web sites that may be useful to an applicant in understanding the program (NOTE: you should make certain that any Internet sites are current, 508 compliant, and accessible);
- Alert applicants to the need to identify propriety information and inform them about they way the agency will handle it; and/or
- Include certain routine notices to applicants (e.g., that the Government is not obligated to make any award as a result of the announcement or that only grants officers can bind that Government to the expenditure of funds).

Summary

For your convenience, a summary of the full text of announcement requirements is provided below.

Field	Description
Funding Opportunity Description	This section contains the full programmatic description of the funding opportunity. It describes the bureau/office's funding priorities or the technical or focus areas in which the agency intends to provide assistance.
Award Information	Provide sufficient information to help an applicant make an informed decision about whether to submit a proposal. This section also must indicate the type(s) of assistance instrument that may be awarded if applications are successful.
Eligibility Information	This section addresses considerations or factors that make an applicant or application eligible or ineligible for consideration. Key elements to be addressed are: Eligible Applicants; Cost Sharing or Matching; and if applicable, Other eligibility criteria.
Application and Submission	Key elements to be addressed are: Address to Request Application Package materials; Content and Form of Application; Submission Dates and Times;

Information	Intergovernmental Review; Funding Restrictions; and Other Submission Requirements
Application Review Information	Key elements to be addressed are: Criteria; Review and Section Process; and Anticipated Announcement and Award Dates.
Award Administration Information	Key elements to be addressed are: Award Notices; Administrative and National Policy Requirements; and Reporting.
Agency Contact(s)	Provide potential applicants a point(s) of contact for answering questions or helping with problems while the funding opportunity is open.
Other Information	This section may include any additional information that will assist a potential applicant.

D. Standard Data Elements

The standard data elements are designed to give potential applicants:

1. Enough information about each funding opportunity to decide whether they are interested enough to look at the full announcement, which contains the detailed information they need to decide whether they wish to apply; and
2. A way to get the full announcement electronically (either directly at Grants.gov FIND or through an electronic link to another Internet site).

The standard set of data elements provided below must be used to electronically post, at <http://www.FedGrants.gov>, synopses of announcements of funding opportunities.

Data Element	Description	Is Bureau/Office Input Required?
Federal Agency User Identification	User ID of Federal agency representative who is authorized to post information to the Grants.gov FIND site.	One entry required.
Federal Agency User Password	Password of Federal agency representative who is authorized to post information to the Grants.gov FIND site.	One entry required.
Announcement Type	Type of announcement to which the synopsis relates: Initial announcement or modification to previously issued announcement.	One entry required.
Funding Opportunity Title	The Federal agency's title for the funding opportunity (including program subcomponent names, as the agency deems appropriate).	One entry required.
Funding Opportunity Number	The number, if any, that the Federal agency assigns to its announcement. For a modification of a previously issued announcement, use the funding opportunity number of that earlier announcement.	Optional for initial announcement if you give no number, Grants.gov FIND will assign one. Agency input is required for modification.
Catalog of Federal Domestic Assistance (CFDA) number(s)	Number(s) of the CFDA listing(s) for program(s) included in the announcement (e.g., 15.220)	At least one entry required (may list more than one).

Federal Agency Name	Name of the Federal organization responsible for the announcement, including agency name and, as applicable, specific subcomponent (e.g., bureau, division)	Optional. If you give no office name, Grants.gov FIND will insert the office name you gave when you initially registered and got your user ID and password.
Federal Agency Contact for Electronic Access Problems	Should list name of person (e.g., webmaster) to whom potential applicants should refer questions if they cannot link from Grants.gov FIND to the full announcement (this person is distinct from programmatic and other agency contacts who are listed in the full announcement).	At least one entry required. May list more than one.
E-mail Address for Federal Agency Contact for Electronic Access Problems	E-mail address of Federal agency contact who can help with electronic access problems	Required. May list only one.
Telephone Number for Federal Agency Contact for Electronic Access Problems	Telephone number of Federal agency contact that can help with electronic access problems.	Required. May list only one.
Funding Opportunity Description	A concise description of the funding opportunity, designed to contain sufficient information for potential applicants to decide whether they are interested enough to read the full announcement.	Required.
Funding Instrument Type	Types of instruments that may be awarded (codes provided for system-to-system interface): <ul style="list-style-type: none"> • Grant (G) • Cooperative Agreement (CA) • Procurement Contract (PC) • Other (O) Note that if your announcement states that you may award procurement contracts, as well as assistance awards, the announcement must be posted in both the procurement and assistance modules of Grants.gov FIND.	Required. Select all that apply (up to 4 codes).
Category of Funding Activity	Designed to allow potential applicants to narrow their searches to programs in CFDA categories of interest to them. Note that the terms are defined in the CFDA. List all categories that apply (codes provided for system-to-system interface): <ul style="list-style-type: none"> • Agriculture (AG) • Arts (AR- see “Cultural Affairs” in the CFDA) • Business and Commerce (BC) 	At least one entry required, and may list as many as needed. There is no default value. If the category of funding activity does not clearly fit in any other listed category, you must

	<ul style="list-style-type: none"> • Community Development (CD) • Consumer Protection (CP) • Disaster Prevention and Relief (DPR) • Education (ED) • Employment, Labor and Training (ELT) • Energy (EN) • Environment (ENV) • Food and Nutrition (FN) • Health (HL) • Housing (HO) • Humanities (HU- see “Cultural Affairs” in the CFDA) • Income Security and Social Services (ISS) • Information and Statistics (IS) • Law, Justice and Legal Services (LJL) • Natural Resources (NR) • Regional Development (RD) • Science and Technology and other Research and Development (ST) • Transportation (T) • Other (O- see text field entitled “Explanation of other category of funding activity” for clarification.) 	select “Other.”
Explanation of “Other” Category of Funding Activity	A text description of what other category or categories of activity is eligible for support under the funding opportunity.	Required if an agency selects “other” as a category of funding activity, either by itself or in combination with one or more other categories.
Estimated Total Program Funding	The total amount of funding the agency expects to make available for awards under this announcement.	Optional. Default, if agency provides no input, is “not available.” However, as a matter of Government-wide policy, agencies are strongly encouraged to provide this information whenever possible.
Expected Number of Awards	The number of individual awards the agency expects to make under this announcement.	Optional. Default, if agency provides no input, is “not available.”

		However, as a matter of Government-wide policy, agencies are strongly encouraged to provide this information whenever possible.
Ceiling, if any, on Amount of Individual Award	Any maximum dollar amount for an individual award under this announcement that the awarding agency will not exceed.	Required. Enter a number or “none.”
Floor, if any, on amount of individual award	Any minimum dollar amount for an individual award under this announcement (i.e., if the awarding agency will not make smaller awards under any circumstance).	Required. Enter a number or “none.”
How to Get Full Announcement	Hypertext stating where to get the full announcement. If it is available on the Internet, this field should include the descriptor that precedes the URL for the full announcement (e.g., “Click on the following link to see the full text of the announcement for this funding opportunity:”).	Required.
Electronic Link to Full Announcement	The URL for the full announcement, unless the announcement is uploaded in Grants.gov FIND	Bureau/office input is optional because there will be no URL if the bureau/office uploads the announcement in Grants.gov FIND and does not also post it on the Internet.
Eligible Applicants	<p>Designed to help potential applicants narrow their searches to programs where they are most likely to be eligible, although they still must read the full announcement for details because eligibility may be further limited to certain subsets of applicants within the categories below (codes provided for system-to-system interface).</p> <ul style="list-style-type: none"> • 99- Unrestricted (i.e., open to any type of entity below), subject to any exceptions listed in the text field entitled “Additional information on eligibility.” <p>Government codes:</p> <ul style="list-style-type: none"> • 00- State governments • 01- County governments • 02- City or township governments • 04- Special district governments 	Required to either select “99” for unrestricted <u>or</u> select all others that apply.

	<ul style="list-style-type: none"> • 05- Independent school districts • 06- State controlled institutions of higher education • 07- Native American tribal governments (Federally recognized) • 08- Public housing authorities/ Indian housing authorities <p>Non-Government organizations:</p> <ul style="list-style-type: none"> • 11- Native American tribal organizations (other than Federally recognized tribal governments) • 12- Nonprofits with 501(c)(3) IRS status, other than institutions of higher education • 13- Nonprofits without 501(c)(3) IRS status, other than institutions of higher education • 20- Private institutions of higher education • 21- Individuals • 22- For-profit organizations other than small businesses • 23- Small business • 25- All Other 	
Additional Information on Eligibility	Explanatory information to provide any needed clarification of the meaning of “unrestricted” (e.g., all but foreign entities), to identify types of recipients meant by “all others” or to provide further information about limitations for any other categories (e.g., for categories 6 and 20, a limitation to historically Black colleges and universities).	Required if bureau/office selects category 25 or 99 in “eligible applicants” field. If agency selects category 25 or 99 and there are no further limitations, enter “no restrictions.” Optional for additional information related to any category other than 25 or 99.
Cost Sharing or Matching Requirement	Answer to question: Is cost sharing or matching required? (Y or N).	Required.
Due Date for Applications	Date when applications are due (or latest date when applications are accepted, if announcement has multiple due dates or is a general announcement that is open for a specified period with applications accepted at any time during that period). NOTE: This field is to contain the date when pre-applications, rather than applications, are due if an applicant	Required if “Explanation of application due dates” field is not completed. Optional otherwise.

	must submit a pre-application to be considered for an award.	
Explanation of Application Due Dates	Used by agencies wishing to post more information about due date(s) for potential applicants. For example, the field may be used to describe programs with multiple due dates or ones where applications are accepted, reviewed, and funded at any point within a broad time window. The field also may be used to add information about the time when applications are due (e.g., 5 p.m. EDT on the date given in the “Due date for applications” field).	Optional (note “Due date for applications” field is required if this “Explanation of application due dates” text field is not completed).
Date of Grants.gov FIND Posting	Month, day, and year when the agency wants the synopsis posted on Grants.gov FIND (e.g., some agencies may build in delays to allow announcements to appear first in the <i>Federal Register</i> or at agency internet sites. Format is MMDDCCYY.	Required.
Date for Grants.gov FIND to Archive	Month, day, and year when the agency wants the synopsis archived. Format is MMDDCCYY.	Optional. Default, if agency provides no input, is 30 days after the date given in the “Due date for applications” field.

**Department of the Interior Federal Assistance
Grants.gov FIND User Guide
8/2003**

What is Grants.gov FIND?

Grants.gov FIND is the single government point of entry for Federal government discretionary grant and cooperative agreement opportunities.

What are the benefits?

Benefits of using Grants.gov FIND include:

- Provide agencies a single location to post Federal assistance funding opportunities;
- Potential applicants have a single location to seek Federal assistance funding and monitor and retrieve funding information on opportunities;
- Provide potential applicants with e-mail notification when requested;
- Utilize a common Government-wide format for announcements;
- Grants.gov FIND posting can link to the full announcement, the Catalog of Federal Domestic Assistance (CFDA), and a standardized application mechanism (Grants.gov); and
- Beginning October 2003, applicants will be able to connect to Grants.gov APPLY where they may apply for assistance electronically.

When should I begin using Grants.gov FIND?

Beginning immediately, you must enter discretionary grants and cooperative agreement announcements in Grants.gov FIND.

What assistance programs should be included?

All discretionary grants and cooperative agreements are required to be included in Grants.gov FIND except for:

1. A program that does not issue separate announcements apart from the program description in the Catalog of Federal Domestic Assistance (CFDA); and/or
2. A program that has 100% of potential eligible applicants who live outside the United States and who demonstrate lack of Internet access, and the Bureau/Office has requested a waiver from OMB.

Please note that any other forms of assistance may be included in Grants.gov FIND as appropriate.

How do I enter information?

Information may be entered into Grants.gov FIND via the Internet at <http://www.fedgrants.gov>. Instructions for how to use Grants.gov FIND are available at <http://fedgrants.org/GrantorManual/FG-Coversheet.html/>.

When do I need an account?

You will need an account if you are responsible for entering/posting federal assistance announcements in Grants.gov FIND. If you only want to view announcements, an account is not necessary (Select the “Applicant” option).

What if I currently provide assistance announcements in another location?

Other formats may be used to provide information on assistance programs in addition to Grants.gov FIND. If the bureau/office has a web site with the assistance information, it is recommended that a link to the bureau/office web site be available in Grants.gov FIND. It is also recommended that bureau/office web sites include a link to Grants.gov FIND. Note that bureau/office web sites must use the Government-wide standard format for announcements.

How do I enter announcement information?

In order to enter announcements in Grants.gov FIND, you must first obtain an account. Consult Grants.gov Attachment 1 for instructions on how to log into Grants.gov FIND. Once you have logged into Grants.gov FIND, a “Grantor Guide” (user manual) is available.

How do I obtain an account?

Contact your Grants.gov FIND bureau/office administrator. After you provide the necessary information, your administrator will provide you a login and password. In order to create an account, your administrator will need the following information from you:

1. First Name
2. Middle Initial
3. Last Name
4. Office
5. Title
6. Telephone
7. Fax
8. E-mail address

If you are unsure who your bureau/office administrator is, please contact Tammy Pataluna in the Office of Acquisition and Property Management at 202-208-4080 or electronically at tammy_pataluna@os.doi.gov.

What format should I use for announcements?

The 27 data elements in Grants.gov FIND are as follows:

1. **Funding Agency User Identification** - User ID of Federal agency representative who is authorized to post information to the Grants.gov FIND site.
2. **Federal Agency User Password** - Password of Federal agency representative who is authorized to post information to the Grants.gov FIND site.

3. **Announcement Type** - Type of announcement to which the synopsis relates: Initial announcement or modification to previously issued announcement.
4. **Funding Opportunity Title** - The Federal agency's title for the funding opportunity (including program subcomponent names, as the agency deems appropriate).
5. **Funding Opportunity Number** - Optional for initial announcement if you give no number, Grants.gov FIND will assign one. Agency input is required for modification. The number, if any, that the Federal agency assigns to its announcement. For a modification of a previously issued announcement, use the funding opportunity number of that earlier announcement.
6. **Catalog of Federal Domestic Assistance (CFDA) Numbers** - Number(s) of the CFDA listing(s) for program(s) included in the announcement (e.g., 15.220)
7. **Federal Agency Name** - Optional. If you give no office name, Grants.gov FIND will insert the office name you gave when you initially registered and got your user ID and password. Name of the Federal organization responsible for the announcement, including agency name and, as applicable, specific subcomponent (e.g., bureau, division).
8. **Federal Agency Contact for Electronic Access Problems** - Should list name of person(s) (e.g., web master) to whom potential applicants should refer questions if they cannot link from Grants.gov FIND to the full announcement (this person is distinct from programmatic and other agency contacts who are listed in the full announcement).
9. **E-mail Address for Federal Agency Contact for Electronic Access Problems** - E-mail address of Federal agency contact that can help with electronic access problems.
10. **Telephone number of Federal agency contact that can help with electronic access problems** - Telephone number of Federal agency contact that can help with electronic access problems.
11. **Funding Opportunity Description** - A concise description of the funding opportunity, designed to contain sufficient information for potential applicants to decide whether they are interested enough to read the full announcement.
12. **Funding Instrument Type** - Types of instruments that may be awarded are:
 - Grant (G)
 - Cooperative Agreement (CA)
 - Procurement Contract (PC)
 - Other (O)

Note that if your announcement states that you may award procurement contracts, as well as assistance awards, the announcement must be posted in both the procurement and assistance modules of Grants.gov FIND. Select all that apply (up to 4 codes).

13. **Category of Funding** – Designed to allow potential applicants to narrow their searches to programs in CFDA categories of interest to them. Note that the terms are defined in the CFDA. List all categories that apply (codes provided for system-to-system interface):

- Agriculture (AG)
- Arts (AR- see “Cultural Affairs” in the CFDA)
- Business and Commerce (BC)
- Community Development (CD)
- Consumer Protection (CP)
- Disaster Prevention and Relief (DPR)
- Education (ED)
- Employment, Labor and Training (ELT)
- Energy (EN)
- Environment (ENV)
- Food and Nutrition (FN)
- Health (HL)
- Housing (HO)
- Humanities (HU- see “Cultural Affairs” in the CFDA)
- Income Security and Social Services (ISS)
- Information and Statistics (IS)
- Law, Justice and Legal Services (LJL)
- Natural Resources (NR)
- Regional Development (RD)
- Science and Technology and other Research and Development (ST)
- Transportation (T)
- Other (O- see text field entitled “Explanation of other category of funding activity” for clarification.)

You may list as many as needed. There is no default value. If the category of funding activity does not clearly fit in any other listed category, you must select “Other.”

14. **Explanation of “Other” Category of Funding Activity** - A text description of what other category or categories of activity is eligible for support under the funding opportunity. Required if an agency selects “other” as a category of funding activity, either by itself or in combination with one or more other categories.

15. **Estimated Total Program Funding** - The total amount of funding the agency expects to make available for awards under this announcement. Default, if agency provides no input, is “not available.” However, as a matter of Government-wide policy, agencies are strongly encouraged to provide this information whenever possible.

16. **Expected Number of Awards** - The number of individual awards the agency expects to make under this announcement. Default, if agency provides no input, is “not available.” However, as a matter of

Government-wide policy, agencies are strongly encouraged to provide this information whenever possible.

17. **Ceiling, if any, on Amount of Individual Award** - Any maximum dollar amount for an individual award under this announcement that the awarding agency will not exceed.
18. **Floor, if any, on amount of individual award** - Any minimum dollar amount for an individual award under this announcement (i.e., if the awarding agency will not make smaller awards under any circumstance).
19. **How to Get Full Announcement** - Hypertext stating where to get the full announcement. If it is available on the Internet, this field should include the descriptor that precedes the URL for the full announcement (e.g., "Click on the following link to see the full text of the announcement for this funding opportunity:").
20. **Electronic Link to Full Announcement** - The URL for the full announcement, unless the announcement is uploaded in Grants.gov FIND. Agency input is optional because there will be no URL if the agency uploads the announcement in Grants.gov FIND and does not also post it on the Internet.
21. **Eligible Applicants** - Designed to help potential applicants narrow their searches to programs where they are most likely to be eligible, although they still must read the full announcement for details because eligibility may be further limited to certain subsets of applicants within the categories below (codes provided for system-to-system interface).
 - 99- Unrestricted (i.e., open to any type of entity below), subject to any exceptions listed in the text field entitled "Additional information on eligibility."

Government codes:

- 00- State governments
- 01- County governments
- 02- City or township governments
- 04- Special district governments
- 05- Independent school districts
- 06- State controlled institutions of higher education
- 07- Native American tribal governments (Federally recognized)
- 08- Public housing authorities/ Indian housing authorities

Non-Government organizations:

- 11- Native American tribal organizations (other than Federally recognized tribal governments)
- 12- Nonprofits with 501(c)(3) IRS status, other than institutions of higher education
- 13- Nonprofits without 501(c)(3) IRS status, other than institutions of higher education
- 20- Private institutions of higher education

- 21- Individuals
 - 22- For-profit organizations other than small businesses
 - 23- Small business
 - 25- All Other
22. **Additional Information on Eligibility** - Explanatory information to provide any needed clarification of the meaning of “unrestricted” (e.g., all but foreign entities), to identify types of recipients meant by “all others” or to provide further information about limitations for any other categories (e.g., for categories 6 and 20, a limitation to historically Black colleges and universities). Required if agency selects category 25 or 99 in “eligible applicants” field. If agency selects category 25 or 99 and there are no further limitations, enter “no restrictions.” Optional for additional information related to any category other than 25 or 99.
23. **Cost Sharing or Matching Requirement** - Answer to question: Is cost sharing or matching required? (Y or N).
24. **Due Date for Applications** - Date when applications are due (or latest date when applications are accepted, if announcement has multiple due dates or is a general announcement that is open for a specified period with applications accepted at any time during that period). NOTE: This field is to contain the date when pre-applications, rather than applications, are due if an applicant must submit a pre-application to be considered for an award. Required if “Explanation of application due dates” field is not completed. Optional otherwise.
25. **Explanation of Application Due Dates** - Used by agencies wishing to post more information about due date(s) for potential applicants. For example, the field may be used to describe programs with multiple due dates or ones where applications are accepted, reviewed, and funded at any point within a broad time window. The field also may be used to add information about the time when applications are due (e.g., 5 p.m. EDT on the date given in the “Due date for applications” field). Optional (note “Due date for applications” field is required if this “Explanation of application due dates” text field is not completed).
26. **Date of Grants.gov FIND Posting** - Month, day, and year when the agency wants the synopsis posted on Grants.gov FIND (e.g., some agencies may build in delays to allow announcements to appear first in the *Federal Register* or at agency internet sites. Format is MMDDCCYY).
27. **Date for Grants.gov FIND to Archive** - Month, day, and year when the agency wants the synopsis archived. Format is MMDDCCYY. Optional. Default, if agency provides no input, is 30 days after the date given in the “Due date for applications” field.

What do I do if I forget my password?

If you have forgotten your login and/or password, use the “Forgot your password?” feature on the grantor login screen or contact your bureau/office administrator.

How do I change my password?

Use the profile function in Grants.gov FIND to edit user information, including changing the password. Consult the Grantor Guide available on the Grants.gov FIND site for instructions. The manual is also available at <http://fedgrants.org/GrantorManual/FG-Coversheet.html/>.

When should I have my access cancelled?

Access should be cancelled when you no longer have the need to enter assistance announcements. Examples include a change in duties or leaving the Department.

What does the Department System Administrator do?

The Grants.gov FIND Department System Administrator is responsible for ensuring all appropriate DOI employees have proper access to Grants.gov FIND. Duties include:

- Leading the senior Grants.gov FIND bureau/office administrators;
- Ensuring proper communication on Grants.gov FIND initiatives to bureau/office leads;
- Providing training and assistance to senior bureau/office administrators;
- Providing appropriate Grants.gov FIND access to bureau/office administrators;
- Providing passwords to bureau/office system administrators;
- Removing Grants.gov FIND access to bureau/office administrators;
- Answering questions from bureau/office administrators;
- Represent DOI at Grants.gov FIND related meetings, both within DOI and Government-wide;
- Testing the system (as necessary); and
- Working with policy staff to provide efficient, effective policy on Grants.gov FIND.

What are Bureau/Office responsibilities?

Bureaus/Offices are responsible for providing the Office of Acquisition and Property Management (PAM) a minimum of one Grants.gov FIND Bureau/Office Administrator. PAM will provide communication and offer training as required to the senior bureau/office leads. Bureaus/offices are responsible for training and communication within their bureau/office.

What does a Grants.gov FIND Administrator do?

The bureau/office administrator duties include:

- Ensuring proper communication on Grants.gov FIND initiatives within their bureau/office;
- Providing training and assistance within the bureau/office;
- Providing appropriate Grants.gov FIND access within the bureau/office;
- Providing passwords within bureau/office;
- Removing Grants.gov FIND access within bureau/office (as necessary);

- Answering questions within the bureau/office;
- Representing the bureau/office at Grants.gov FIND related meetings within DOI and bureau;
- Testing the system (as necessary); and
- Providing PAM with recommendations for policy and system enhancements.